

OFFICE OF TRAINING BULLETIN

NUMBER 37

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THE BULLETIN BOARD

CONFERENCE LEADERSHIP COURSE TO BEGIN ON 21 APRIL

THE LAST CONFERENCE LEADERSHIP COURSE FOR THE FISCAL YEAR WILL BE HELD FROM 21 APRIL THROUGH 28 MAY. CLASSES WILL MEET IN TWO-HOUR SESSIONS ON THE MONDAY AND WEDNESDAY OF EACH OF THE SIX WEEKS.

25X1A [REDACTED]
SITY, EMPHASIZES COMMUNICATION SKILLS. ALTHOUGH IT IS ENTITLED "CONFERENCE LEADERSHIP," CONSIDERABLE EMPHASIS IS GIVEN THE ROLE OF THE PARTICIPANT. IN THE FIRST TWO CLASS-SESSIONS THE INSTRUCTOR DISCUSSES WAYS AND MEANS OF PLANNING AND CONDUCTING SUCCESSFUL GROUP CONFERENCES AND GIVES SPECIAL ATTENTION TO SOLVING PROBLEMS OF CONTROL. DURING THE REMAINING SESSIONS EACH STUDENT LEADS THE GROUP IN A FORTY-MINUTE DISCUSSION OF A TOPIC OF GENERAL INTEREST. IN ADDITION TO THE CRITIQUES THAT FOLLOW EACH DISCUSSION, TAPE RECORDINGS ARE USED IN THE ANALYSIS AND CORRECTION OF THE STUDENT'S PERFORMANCE.

REGISTRATION FOR THIS COURSE SHOULD BE MADE IMMEDIATELY THROUGH YOUR TRAINING OFFICER TO THE R/TR, IN 2605 QUARTERS EYE.

REGISTRATIONS REQUIRED TO ORGANIZE CLASSES IN UNUSUAL LANGUAGES

ARE YOU INTERESTED IN BEGINNING THE VOLUNTARY STUDY OF BURMESE, HINDI, JAPANESE, PERSIAN, PUSHTU, SWEDISH, THAI, TURKISH, URDU, AND VIETNAMESE? TO DATE THERE IS BUT ONE REGISTRANT IN EACH OF THESE LANGUAGES FOR THE SUMMER TRIMESTER THAT BEGINS ON 5 MAY. TWO EMPLOYEES HAVE REQUESTED THE FIRST LEVEL OF INSTRUCTION IN ARABIC AND THREE HAVE REGISTERED FOR THE SAME LEVEL OF STUDY IN CHINESE. ONE EMPLOYEE HAS REQUESTED POLISH (102), THAT IS THE SECOND TRIMESTER AT THE ELEMENTARY LEVEL, AND TWO EMPLOYEES HAVE REQUESTED PORTUGUESE (102).

ONE REGISTRATION IS NOT SUFFICIENT, NOR ARE TWO, OR THREE. FIVE IS THE MINIMUM NUMBER OF REQUESTS REQUIRED TO INITIATE A CLASS. EMPLOYEES WHO HAVE AN INTEREST IN ANY OF THESE LANGUAGES AND WHO WISH TO STUDY DURING OFF-HOURS ARE ENCOURAGED TO SUBMIT A TRAINING REQUEST. THIS FORM, REQUEST FOR INTERNAL TRAINING, SHOULD BE SUBMITTED TO THE REGISTRAR OF THE OFFICE OF TRAINING THROUGH YOUR TRAINING OFFICER AS SOON AS POSSIBLE.

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VOLUNTARY LANGUAGE TRAINING STUDENTS ENCOURAGED TO PLAN VACATIONS BETWEEN TRIMESTERS

WE WISH TO REMIND EMPLOYEES OF THE AGENCY WHO ARE NOW ENROLLED IN THE VOLUNTARY LANGUAGE TRAINING PROGRAM AND THOSE WHO INTEND TO PARTICIPATE IN THE SUMMER TRIMESTER, 1958, THAT THEY SHOULD PLAN THEIR SPRING AND SUMMER VACATIONS BETWEEN TRIMESTERS. THERE WILL BE AN INTERVAL OF TWO WEEKS, 18 APRIL TO 5 MAY, BETWEEN THE WINTER AND SUMMER TRIMESTERS, AND A THREE-WEEK INTERVAL, 15 AUGUST TO 8 SEPTEMBER, BETWEEN THE SUMMER AND FALL TRIMESTERS.

BECAUSE OF RECURRENT ILLNESSES AND BAD WEATHER THIS PAST WINTER, ATTENDANCE RULES HAVE NOT BEEN STRICTLY ENFORCED. HOWEVER, DURING FUTURE TRIMESTERS MORE THAN THREE CONSECUTIVE ABSENCES OR MORE THAN A TOTAL OF SEVEN ABSENCES IN THE FIFTEEN-WEEK PERIOD WILL BE CAUSE FOR DISMISSAL FROM THE COURSE.

PROSPECTIVE STUDENTS FOR THE SUMMER TRIMESTER, 1958, THAT BEGINS ON 5 MAY ARE ASKED TO REGISTER NOW. THE LENGTH OF THE TRIMESTER IS 15 WEEKS. EACH COURSE CONSISTS OF FIVE HOURS OF CLASSROOM WORK AND SEVEN HOURS OF OUTSIDE WORK EACH WEEK. FIVE OF THE SEVEN HOURS SHOULD BE DEVOTED TO WORK ON LANGUAGE TAPES IN THE LANGUAGE LABORATORY.

BEFORE-HOURS CLASSES ARE CONDUCTED FIVE MORNINGS A WEEK, MONDAY TO FRIDAY, FROM 0715 TO 0815 HOURS. AFTER-HOURS CLASSES ARE HELD THREE EVENINGS A WEEK, MONDAY AND WEDNESDAY FROM 1730 TO 1930 HOURS, AND FRIDAY, FROM 1730 TO 1830 HOURS.

INQUIRIES ABOUT THE CURRICULA MAY BE DIRECTED TO [REDACTED] COORDINATOR, VOLUNTARY LANGUAGE TRAINING PROGRAM, ON EXTENSION [REDACTED] FOR INFORMATION ON REGISTRATION AND AWARDS. CALL [REDACTED] IN THE INFORMATION BRANCH OF THE REGISTRAR'S OFFICE, ON EXTENSION [REDACTED].

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25X1A
25X1A9a
25X1A

CLERICAL SKILLS QUALIFICATION TESTS SCHEDULED FOR APRIL AND MAY

CLERICAL SKILLS QUALIFICATION TESTS IN SHORTHAND AND TYPEWRITING FOR EMPLOYEES WHO HAVE TO MEET THE AGENCY'S STANDARDS WILL BE GIVEN IN ROOM 508, 1016 16TH STREET ON:

MONDAY, 28 APRIL
TYPEWRITING 1315 HOURS
SHORTHAND 1400 HOURS

MONDAY, 19 MAY
TYPEWRITING 1315 HOURS
SHORTHAND 1400 HOURS

THE CLERICAL REFRESHER PROGRAM IS DESIGNED FOR EMPLOYEES WHO DO NOT MEET THESE STANDARDS.

REGISTRATION FOR TESTS SHOULD BE ARRANGED BY SUPERVISORS THROUGH THEIR PERSONNEL PLACEMENT OFFICERS.

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FOREIGN LANGUAGE PROFICIENCY TESTS

FOREIGN LANGUAGE PROFICIENCY TESTS FOR MAINTENANCE AWARDS PRINCIPALLY, ARE BEING GIVEN, AS SCHEDULED IN AGENCY NOTICE [REDACTED] IN CONJUNCTION WITH THE LANGUAGE DEVELOPMENT PROGRAM. EACH TEST CONSISTS OF A WRITTEN AND AN ORAL PART. THE WRITTEN TESTS BEGIN AT 0845 HOURS AND USUALLY TAKE THREE TO FOUR HOURS. DICTIONARIES MAY BE USED FOR TESTS IN ALBANIAN, AMHARIC, ICELANDIC, PUSHTU, SWAHILI, AND TIBETAN; THOSE TAKING ANY OF THESE TESTS ARE ASKED TO BRING DICTIONARIES WITH THEM. 25X1A

WRITTEN TESTS ARE GIVEN IN ROOM 2828, QUARTERS EYE EXCEPT THOSE IN FRENCH, GERMAN, ITALIAN, RUSSIAN, AND SPANISH. THESE ARE GIVEN IN THE AUDITORIUM OF R & S BUILDING. CHINESE, JAPANESE, POLISH, AND PORTUGUESE ARE GIVEN IN THE AUDITORIUM (ROOM 153) OF BUILDING [REDACTED]. ORAL TESTS ARE GIVEN INDIVIDUALLY. CANDIDATES ARE REGISTERED FOR ORAL TESTS AT THE TIME OF THE WRITTEN TEST. ANYONE WHO WISHES TO BE TESTED IN THE SPOKEN LANGUAGE ONLY, SHOULD CONSULT HIS TRAINING OFFICER. 25X1A6a

CANDIDATES FOR AN ACHIEVEMENT AWARD IN A LANGUAGE MAY BE TESTED AT ANY TIME A TEST IS SCHEDULED. THOSE WHO ARE ELIGIBLE FOR A MAINTENANCE AWARD IN A LANGUAGE AND WHOSE ANNIVERSARY DATE IS WITHIN THE PERIOD 1 JULY THROUGH 31 DECEMBER 1957, WILL BE TESTED DURING THAT TIME; A SCHEDULE WILL BE PUBLISHED IN EARLY JUNE.

CANDIDATES FOR TESTING IN FRENCH, GERMAN, OR SPANISH ARE REQUESTED TO REPORT, AS FOLLOWS, ACCORDING TO THE FIRST INITIAL OF THEIR LAST NAME:

<u>FRENCH</u>		<u>GERMAN</u>		<u>SPANISH</u>	
<u>INITIAL</u>	<u>DATE</u>	<u>INITIAL</u>	<u>DATE</u>	<u>INITIAL</u>	<u>DATE</u>
A-D	2 APRIL	A-F	4 APRIL	A-F	1 APRIL
E-J	11 APRIL	G-N	10 APRIL	G-N	9 APRIL
K-P	13 MAY	O-Z	14 MAY	O-Z	16 MAY
Q-Z	15 MAY				

TESTS HAVE BEEN GIVEN SINCE 6 FEBRUARY 1957. THE REMAINING TESTS ARE SCHEDULED AS FOLLOWS:

ALBANIAN	26 JUN	GERMAN	4 APR	PUSHTU	5 JUN
AMHARIC	29 MAY		10 APR	ROMANIAN	10 JUN
ARABIC	8 MAY		14 MAY	RUSSIAN	3 APR
BULGARIAN	17 APR	GREEK	27 MAY	SPANISH	1 APR
BURMESE	1 MAY	ICELANDIC	19 JUN		9 APR
CHINESE	6 MAY	ITALIAN	8 APR		16 MAY
DANISH	22 APR	JAPANESE	24 APR	SWAHILI	22 MAY
DUTCH	17 JUN	PERSIAN	15 APR	TIBETAN	12 JUN
FRENCH	2 APR	POLISH	29 APR	URDU	24 JUN
	11 APR	PORTUGUESE	20 MAY	VIETNAMESE	3 JUN
	13 MAY				
	15 MAY				

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STATUS OF LANGUAGE STUDY

AS OF 15 MARCH, ENROLLMENT IN INTERNAL, DUTY-HOUR LANGUAGE TRAINING WAS 179.

ENROLLMENT IN THE VOLUNTARY LANGUAGE TRAINING PROGRAM WAS 284 AND THIRTEEN LANGUAGES WERE STUDIED. THESE WERE:

ARABIC	GERMAN	POLISH
CHINESE	GREEK	RUSSIAN
CZECH	ITALIAN	SPANISH
FINNISH	JAPANESE	
FRENCH	PERSIAN	

DURING THE PERIOD 15 FEBRUARY TO 15 MARCH, THE LANGUAGE LABORATORIES WERE USED 3,219 HOURS BY 320 STUDENTS IN THE STUDY OF 18 LANGUAGES.

WITHIN THIS SAME MONTH, QUALIFICATIONS REVIEW AND PLACEMENT PANELS MET TO CONSIDER EMPLOYEES OF THE AGENCY FOR THE STUDY OF FINNISH, FRENCH, GERMAN, AND JAPANESE.

FORTY-FIVE PERSONS TOOK THE FOREIGN LANGUAGE APTITUDE TESTING BATTERY (FLATB) FROM 15 FEBRUARY TO 15 MARCH. OF THE 45, 13 SCORED ABOVE THE AVERAGE OF THE AGENCY'S LANGUAGE TRAINEES.

EXHIBITS OF THE INTELLIGENCE SCHOOL

THE SUPPORT EXHIBIT AND THE INTELLIGENCE PRODUCTS EXHIBIT WERE PRESENTED DURING MARCH IN CONJUNCTION WITH THE INTELLIGENCE ORIENTATION COURSE. THE NEXT SUPPORT EXHIBIT HAS BEEN SCHEDULED FROM 1400 TO 1615 HOURS ON WEDNESDAY, 23 APRIL; THE INTELLIGENCE PRODUCTS EXHIBIT, FROM 0930-1200 HOURS, THURSDAY, 24 APRIL. EMPLOYEES OF THE AGENCY ARE INVITED TO REVIEW THESE EXHIBITS IN THE AUDITORIUM OF R & S BUILDING.

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IMPROVE YOUR READING SKILLS

25X1A9a

BY [REDACTED] INTELLIGENCE PRODUCTION FACULTY, INTELLIGENCE SCHOOL

YOU KNOW HOW TO READ. YOU LEARNED HOW YEARS AGO, BUT NOW YOU WANT TO READ FASTER AND MORE EFFECTIVELY. YOU WANT TO READ THAT LONG REPORT, UNDERSTAND MORE IDEAS, AND TO REMEMBER MORE FACTS. YOU WANT TO KEEP UP ON WORLD AFFAIRS: PERHAPS GUIDED MISSILES, SATELLITES, AND OUTER SPACE REQUIRE YOUR ATTENTION. IN SHORT, YOU FEEL THE NEED TO IMPROVE YOUR READING SKILLS IN ORDER TO GET MORE PRODUCTIVE READING DONE.

IN SOME OFFICES YOU ARE EXPECTED TO DO OUTSIDE READING OF CURRENT EVENTS IN ADDITION TO EIGHT HOURS OF ON-THE-JOB READING. THERE IS SO MUCH READING TO BE DONE - AND DONE IMMEDIATELY - AND THERE IS NO TIME TO TAKE THE READING TRAINING THAT IS PROVIDED DURING YOUR WORKING DAY BY THE OFFICE OF TRAINING. NO DOUBT, THE TIME SPENT IN THIS KIND OF TRAINING CAN BE READILY JUSTIFIED BUT THAT TIME IS NOT ALWAYS AVAILABLE. SO, HOW DO YOU GO ABOUT REFINING YOUR READING SKILLS? THERE ARE SEVERAL WAYS IN WHICH YOU CAN IMPROVE YOUR GENERAL READING COMPETENCE. ONE OF THESE WAYS IS THROUGH INDIVIDUAL PRACTICE WITH MATERIALS PUBLISHED BY SOME OF THE READING PROGRAMS IN OUR COLLEGES AND UNIVERSITIES. FOR EXAMPLE:

EFFICIENT READING BY JAMES BROWN, D.C. HEATH AND COMPANY, IS A WORKBOOK OF SIXTY-FIVE EXERCISES OF VARYING DEGREES OF DIFFICULTY AND OF SUBJECT MATTER, AND WITH A COMPREHENSION CHECK FOR EACH SELECTION. IT INCLUDES PRACTICE EXERCISES IN OBSERVATION OF STYLE, ORGANIZATION, AND MECHANICS.

BETTER READING: THE COLLEGE ANTHOLOGY, BY BLAIR AND GERBER, PUBLISHED BY THE SCOTT, FORESMAN AND COMPANY OF CHICAGO, IS A COLLECTION OF FACTUAL PROSE AND LITERATURE, WITH ESSAYS AND EXERCISES THAT EMPHASIZE EVALUATION OF ORGANIZATION, CONTENT AND STYLE.

THE ART OF EFFICIENT READING BY SPACHE AND BERG, PUBLISHED BY THE MACMILLAN COMPANY IS A WORKBOOK WITH THREE SECTIONS. THESE ARE LEARNING NEW WAYS TO READ (THIS CONTAINS A DISCUSSION OF, AND PRACTICE EXERCISES IN VARIOUS READING SKILLS), TOOLS FOR VOCABULARY GROWTH, AND APPLYING READING SKILLS.

ANOTHER WAY TO IMPROVE YOUR READING, SOMEWHAT DIFFERENT FROM THE WORKBOOK EXERCISE, IS TO PLAN YOUR LEISURE READING. MOST PEOPLE INSIST THAT THEY ENJOY READING BUT THAT THEY JUST DON'T READ VERY MUCH ANY MORE. AND WHEN THEY DO READ, THEY FORGET WITHIN A FEW WEEKS WHAT THEY HAVE READ, BECAUSE THEY READ WHATEVER HAPPENS TO BE CONVENIENT INSTEAD OF PLANNING TO READ A SERIES OF BOOKS RELATED TO ONE MAJOR SUBJECT.

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FOR SELF-APPRAISAL, WHICH OF THE FOLLOWING RECENTLY PUBLISHED BOOKS HAVE YOU INTENDED TO READ -- AND NEVER "GOT AROUND TO?"

PROFILES IN COURAGE BY JOHN F. KENNEDY

THE NEW CLASS BY MILOVAN DJILAS

NUCLEAR WEAPONS AND FOREIGN POLICY BY HENRY KISSINGER

THE CRISIS OF THE OLD ORDER BY ARTHUR SCHLESINGER, JR.

MR. BARUCH BY MARGARET COIT

PLEASE DON'T EAT THE DAISIES BY JEAN KERR

LETTER FROM PEKING BY PEARL BUCK

WHY NOT OUTLINE A SCHEDULE FOR YOUR LEISURE READING AND WHY NOT BEGIN READING THOSE BOOKS THAT YOU HAVE BEEN MEANING TO READ?

THERE ARE SEVERAL GENERAL SUGGESTIONS THAT YOU CAN APPLY TO BOTH YOUR OFFICE AND TO YOUR LEISURE READING:

1. TAKE ADVANTAGE OF SIGNPOSTS. NOTICE THE BOLD PRINT, THE UNDERLINED OR ITALICIZED WORDS, SUMMARIES, AND KEY WORDS SUCH AS FIRST, FINALLY, HENCE, ON THE CONTRARY, IN CONCLUSION.
2. OBSERVE THE AUTHOR'S PURPOSE. WHY IS HE WRITING THIS PARTICULAR ARTICLE? TO PERSUADE? ENTERTAIN? INFORM? HOW DOES HE SUPPORT HIS IDEAS? HOW DOES HE ORGANIZE THE SELECTION?
3. CONSIDER YOUR PURPOSE. WHAT DO YOU EXPECT TO DO WITH THE INFORMATION CONTAINED IN THE ARTICLE? IS IT FOR RETENTION? INTERPRETATION? AMUSEMENT?
4. READ AS FAST AS YOU CAN UNDERSTAND. REMEMBER THAT SOMETIMES THIS WILL MEAN RELATIVELY SLOW READING AND OTHER TIMES QUITE FAST READING, BUT ALWAYS IN RELATION TO YOUR PURPOSE FOR READING AND TO THE SUBJECT.
5. SURVEY THE TEXT BEFORE READING DIFFICULT MATERIAL. LOOK OVER THE ARTICLE, OBSERVE THE SCOPE OF ORGANIZATION, THE TITLES AND SUB-TITLES, THE SECTIONS. SCAN FOR THE PRINCIPAL IDEA BEFORE READING THE DETAILS.

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Courses, Activities, and Programs

NOONTIME MOVIE SCHEDULE

APRIL AND MAY

You are invited to attend the English films and foreign language films that will be shown, as scheduled, at 1200 hours in Room 1 - 82, Quarters Eye. Both factual films and feature films have been chosen for viewing.

If you enjoy foreign films, desire to improve your language skill, or to acquire additional area knowledge, you will find this program interesting and beneficial. Occasionally it is impossible to procure one of the listed films and a substitution has to be made. We ask you to obtain prior approval of your supervisor to attend those films that run in excess of the lunch hour.

Any inquiries on this listing may be made of [REDACTED] extension [REDACTED]

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23 April Wednesday	Russian film: "Country Doctor" D6166 118 min. (Young Woman Doctor and her Troubles at Village Hospital)
29 April Tuesday	French film: "The Courier of Lyons" B0714 92 min. (An Innocent Man Convicted in 18th Century France)
30 April Wednesday	German film: "With Sealed Orders" B0511 110 min. (Espionage)
6 May Tuesday	Hungarian film: "Liberated Soil" D6608 110 min. (Communists "transform" a village)
7 May Wednesday	Russian Newsreels
13 May Tuesday	German propaganda documentary "The Rumanian People's Republic" K6421 55 min. (Communist version of economic and political progress of Rumania since World War II)
15 May Thursday	Polish feature film

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20 May Tuesday	Chinese language shorts: D6133 8 min; D6134 8 min; D6132 20 min.
29 May Thursday	Russian film: "Glinka" E7096 80 min. (Life of noted Russian composer; ends with playing of "Ivan Susanin")
3 June Tuesday	Ukrainian film: "Martin Barulya" G6445 110 min.
4 June Wednesday	German film: "The Brave Soldier Schweik" 50 min. (Based on the world classic by a Czech author)

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CONFERENCES, SEMINARS, PROFESSIONAL MEETINGS

EXTERNAL

SUMMER INSTITUTE ON EXECUTIVE DEVELOPMENT FOR FEDERAL ADMINISTRATORS

The University of Chicago, in cooperation with the U. S. Civil Service Commission, is again conducting two summer institutes for top-level Federal administrators. Registration is limited to Federal Government executive personnel in grades GS-13 through GS-18.

Arrangements have been made by the Office of Training to include a small number of Agency personnel in these summer programs. Each participant will be selected by a special Screening Committee on the basis of his position and duties in the Federal service. In addition to the normal procedures for external training, it is expected that:

Applicants will have completed an internal OTR program on Basic Management, and

Applicants will be limited to those nominated by the DD/S, DD/I, or the DD/P.

For the two One-Month Institutes the dates and topics are:

30 June - 26 July	Making Administration Effective: Decision-making and the Decision-maker.
4 - 30 August	Decision-making in Administration and the Problem of Validation.

For the four Two-Week Seminars, the dates and topics are:

30 June - 12 July	Administrative Decision-making
14 - 26 July	Organizational Structure and Administration
4 - 16 August	Communications
18 - 30 August	Human Relations

Any one who is interested in additional information on the program may call the Registrar's Office, extension [REDACTED] 25X1A

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ELEVENTH INSTITUTE ON OCEAN TRANSPORTATION AND PORT OPERATIONS

The American University, Washington, D. C., will hold its Eleventh Institute on Ocean Transportation and Port Operations from 6 through 16 May 1958.

The Institute is designed for those who have a basic understanding of problems in general transportation and foreign-trade transportation and who are preparing for further advancement in executive responsibilities. The principal topics to be discussed are: General Transportation and Geography, Traffic, Freight and Cargo Handling, Ports, and Shipping-Government Relations and the Maritime Administration. Field trips to transportation facilities, visits to Government and private agencies, and films will supplement the classroom work.

The last day for registration is 6 May 1958.

THE PATENT, TRADEMARK, AND COPYRIGHT FOUNDATION

The Patent, Trademark, and Copyright Foundation, George Washington University, will hold its second Annual Public Conference on 19-20 June 1958, at the Sheraton-Park Hotel.

The purpose of this Conference is to present to the public, final and interim reports on the Foundation's research projects. The Conference will analyze the findings from these projects, formulate the areas that need further research, and will discuss possible solutions of those larger problems which these projects define. Key representatives from the different fields of activity throughout the nation--commerce, education, science, manufacturing, labor, finance, and the professions--will attend.

Registration for this Conference will be held at the Sheraton-Park Hotel on Wednesday, June 18 from 6:00 to 9:00 p.m., and on Thursday, June 19 from 8:00 to 9:00 a.m.

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AMERICAN MANAGEMENT ASSOCIATION

Developing a More Effective Company Program for the Evaluation Selection, Maintenance and Standardization of Office Machines and Equipment. An orientation seminar to be held in New York City on April 14-18, 1958.

Forms Design and Control. An orientation seminar to be held in New York City on May 7-9, 1958.

Progress and Pitfalls of Office Automation: What Management Needs to Know. AMA Academy, Saranac Lake, New York, April 14-18, 1958.

Scheduling, Costing and Utilization of Tabulating and Data Processing Equipment. Saranac Lake, New York, May 12-16, 1958.

The Input Bottleneck: Recording Source Data for Automatic Processing. New York City, May 26-28, 1958.

Problems of Data Origination, Transmission, and Reception. New York City, May 5-7, 1958.

Problems of Managing Punched Card Systems. Chicago, Illinois, June 9-11, 1958.

Workshop on Psychological Tests. New York City, April 14-16, 1958.

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AREA TRAINING

AFRICA AND THE UNITED STATES REGIONAL SURVEY 25 JUNE - 15 AUGUST 58

THIS COURSE WILL BE GIVEN ON WEDNESDAYS AND FRIDAYS, 1300-1445 HOURS, IN ROOM 2132 "I" BUILDING. APPLICATIONS FOR REGISTRATION SHOULD BE SUBMITTED TO THE REGISTRAR, QTR, ON OR BEFORE 11 JUNE. AN INTERVIEW WITH THE CHIEF INSTRUCTOR, [REDACTED] EXTENSION [REDACTED] IS REQUIRED.

THE AFRICAN CONTINENT, INCLUDING THE MEDITERRANEAN LITTORAL COUNTRIES, WILL BE STUDIED IN THIS COURSE FROM THE POINT OF VIEW OF U.S. INTERESTS, OBJECTIVES, POLICIES AND PROBLEMS. WITHIN THIS FRAMEWORK THE CONTINENT WILL BE DISCUSSED BY REGIONS AND TOPICS.

THE MAY ISSUE OF THE QTR BULLETIN WILL INCLUDE ADDITIONAL INFORMATION ON THIS COURSE.

<u>CODE</u>	<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
001	[REDACTED] - AA0	- - -	MAY 26 - MAY 29 (CANCELED)
435	[REDACTED] (0900-1200 HOURS DAILY)	MAY 26	JUNE 9 - JUNE 13
228	[REDACTED] AA0 (0930-1230 HOURS DAILY)	APR 28	MAY 12 - MAY 16
001	AFRICA AND THE U.S. - RS (1300-1645 HOURS, WED. & FRI.)	JUNE 11	* JUNE 25 - AUG 15 (NOT PREVIOUSLY SCHEDULED)

APPLICATIONS FOR AREA TRAINING MUST BE SUBMITTED TO THE REGISTRAR, OFFICE OF TRAINING, AT LEAST TWO WEEKS PRIOR TO THE STARTING DATE OF THE COURSE.

* PLEASE ENTER THIS ITEM ON THE LONG-TERM SCHEDULE IN YOUR OFFICE COPY OF THE QTR CATALOG OF COURSES

VOLUNTARY LANGUAGE TRAINING PROGRAM

ANY LANGUAGE FOR WHICH A MINIMUM APR 18 MAY 5 - AUG 15
OF FIVE (5) PERSONS APPLY

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REGISTRAR'S REMINDERS

INFORMATION ON CONTENT OF COURSES AND REGISTRATION CAN BE OBTAINED FROM YOUR TRAINING OFFICER, THE INFORMATION BRANCH OF THE REGISTRAR'S OFFICE IN OTR, AND IN THE OTR CATALOG OF COURSES. APPROVAL AND SPONSORSHIP OF YOUR SUPERVISOR MUST BE OBTAINED IN ORDER TO REGISTER IN A COURSE. APPLICATIONS MUST BE IN THE REGISTRAR'S OFFICE/TR NO LATER THAN THE DATE INDICATED IN THE SCHEDULE. CONSULT YOUR TRAINING OFFICER AS TO OTHER REQUIREMENTS HE MAY HAVE FOR MEETING THESE REGISTRATION DATES.

	<u>CODE</u>	<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
	B-3	INTELLIGENCE ORIENTATION (R & S AUDITORIUM)	12 MAY	19 MAY - 13 JUN
25X1A6a	B-4	ADMINISTRATIVE PROCEDURES (136, [REDACTED])	9 JUN	16 JUN - 3 JUL
25X1A6a	B-5	(SEE YOUR OTR CATALOG) (136, [REDACTED])	5 MAY	12 MAY - 13 JUN
		INTRODUCTION TO SUPERVISION (GS 9-11)		* 21 APR - 25 APR (WAS 17 FEB - 21 FEB)
25X1A6a	B-7	BASIC SUPERVISION (0830 - 1230 HOURS, DAILY) (155, [REDACTED])		
		(GS 5-7)	26 MAY	2 JUN - 13 JUN * (WAS 9 JUN - 20 JUN)
		(GS 9-11)	21 APR	28 APR - 9 MAY
25X1A6a	B-8	BASIC MANAGEMENT (0830 - 1230 HOURS, DAILY) (155, [REDACTED])		
		(GS 11-13)	9 JUN	16 JUN - 27 JUN
		(GS 12-14)	15 SEP	22 SEP - 3 OCT
		(GS 13-15)	5 MAY	12 MAY - 23 MAY

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<u>CODE</u>	<u>COURSE TITLE</u>	<u>APPLY BY</u>	<u>DURATION</u>
B-12 THRU B-19	CLERICAL REFRESHER PROGRAM (HOURS TO BE ARRANGED) (Room 508, 1016 16TH ST.)	19 MAY	26 MAY - 20 JUN
PRE-TESTING FOR THE CLERICAL REFRESHER PROGRAM IS SCHEDULED FOR 22 MAY 1958, IN ROOM 508, 1016 16TH STREET AS FOLLOWS: 0900 - 1000 TYPING 0930 - 1100 SHORTHAND 1100 - 1200 ENGLISH USAGE			
B-20	INSTRUCTIONAL TECHNIQUES (2011 R & S)	28 APR	5 MAY - 9 MAY
B-23	DEPENDENTS' BRIEFING (117 CENTRAL BUILDING)	(SEE YOUR TRAINING OFFICER)	6 MAY - 7 MAY
25X1A6a B-25	BUDGET & FINANCE PROCEDURES (149, [REDACTED])	12 MAY	19 MAY - 29 MAY
C-2	PARTY ORGANIZATION AND OPERATIONS (0830 - 1230 HOURS, DAILY) (2202 ALCOTT)	19 MAY	26 MAY - 20 JUN
I-1	INTELLIGENCE TECHNIQUES (2027 R & S)	23 JUN	30 JUN - 25 JUL
I-3	CONFERENCE LEADERSHIP (0930 - 1130 HOURS, MON. & WED.) (2027 R & S)	14 APR	21 APR - 28 MAY
I-6	WRITING WORKSHOP (0900 - 1200 HOURS, 1ST WK: MON., TUES., THURS. LAST 3 WKS: TUES., THURS.) (2026 R & S)	28 APR	5 MAY - 29 MAY
I-7	READING TECHNIQUES (HOURS TO BE ARRANGED) (2502 QUARTERS EYE)	21 APR	28 APR - 23 MAY
	READING TECHNIQUES - EXECUTIVE (WORKSHOP) (HOURS TO BE ARRANGED) (2502 QUARTERS EYE)	2 JUN	9 JUN - 20 JUN
I-12	INTELLIGENCE RESEARCH (MAPS) (0900 - 1200, MON., WED., FRI.) (2029 R & S)	26 MAY	2 JUN - 30 JUN

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<u>COURSE TITLE</u>	<u>CODE</u>	<u>APPLY BY</u>	<u>DURATION</u>
("O" COURSE TITLES ARE LISTED ONLY IN THE <u>CLANDESTINE SERVICES</u> EDITION OF THE <u>OTR CATALOG</u>)	O-1	11 AUG	25 AUG - 19 DEC
	O-2	25 AUG	8 SEP - 17 OCT
	O-4	12 MAY	19 MAY - 9 JUN
	O-6	21 APR	28 APR - 23 MAY
	O-8	26 MAY	2 JUN - 20 JUN
	O-10	19 MAY	* 26 MAY - 13 JUN (WAS 12 MAY - 30 MAY)
	O-12 (SEE T-22)	3 NOV	17 NOV - 12 DEC
	O-13	7 JUL	14 JUL - 1 AUG
	O-15	21 APR	28 APR - 16 MAY
	O-16	18 AUG	2 SEP - 10 OCT
	O-17	4 AUG	18 AUG - 12 SEP
	O-24	5 MAY	* 19 MAY - 13 JUN (WAS 24 MAR - 18 APR)
	O-25	12 MAY	19 MAY - 6 JUN
	O-27	28 APR	5 MAY - 16 MAY
	O-28	21 APR	28 APR - 2 MAY
	O-29	16 JUN	23 JUN - 11 JUL
	O-30	16 JUN	30 JUN - 25 JUL

* PLEASE MAKE THESE CHANGES ON THE LONG-TERM SCHEDULE OF COURSES

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